



CITY OF HOUSTON

Job Posting

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Applications accepted from: ALL PERSONS INTERESTED

Job Classification SENIOR AUDITOR
Posting Number PN# 106709
Department Department of Public Works & Engineering
Division Office Of The Director
Section Internal Auditing
Reporting Location 611 Walker St*
Workdays & Hours M – F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Perform highly advanced level professional audit work. Plan, conduct and provide report on completed in-house reviews. Develop the scope for the review and select appropriate procedures for supervisor’s approval. Develop audit programs necessary to promote effective audit coverage. Perform all fieldwork in a competent and professional manner. Provide evidential support for all report recommendations. Prepare work papers, schedules and detailed report for supervisor’s review. Perform other duties and special projects as assigned.

WORKING CONDITIONS

There are no major sources of discomfort in a normal office environment. May be required to lift boxes up to 30 pounds. There may be occasional minor discomforts from exposure to less than optimal temperature and air conditions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Accounting, Business Administration, Finance or a closely related field with a minimum of 18 hours in accounting.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of professional experience in auditing is required. Ability to collect, analyze and evaluate information pertaining to the review and the preparation of written reports of work performed.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Excellent writing and computer skills. Knowledge of principles, practices and techniques of auditing as required by the Standards for the Professional Practice of Internal Auditing. CPA with 2-4 years of audit experience a plus.

SELECTION/SKILLS TESTS REQUIREDNone

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 21
\$1,211 - \$1,660 Biweekly \$31,486 - \$43,160 Annually

OPENING DATE September 07, 2005

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., First Floor. TDD Line phone number (713) 837-9471. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer